

**COLORADO SPRINGS PUBLIC SCHOOLS
Michael Thomas, Superintendent
Division of Personnel Support Services**

To: Principals, Assistant Principals, and Department Managers
From: Danniella Ewen, Executive Director - Department of Human Resources
Date: June 16, 2021
Subject: **BUILDING ADMINISTRATOR WORK YEAR 2021-2022**

All Executive-Professional employees must report to work August 2, 2021 for Staff Welcome Back.

ALL PRINCIPALS AND ASSISTANT PRINCIPALS MUST REPORT FROM AUGUST 2, 2021 – JUNE 9, 2022

HIGH SCHOOL AND MIDDLE SCHOOL PRINCIPALS

- 226 contracted days
- 185 school days plus 15 non-school days plus 26 additional flexible days = 226 days contracted.

ELEMENTARY SCHOOL PRINCIPALS 210 DAY EMPLOYEES MUST REPORT FROM AUGUST 2, 2021 – JUNE 9, 2022

- 210 contracted days
- 185 school days plus 15 non-school days plus 10 additional flexible days = 210 days contracted.
- Elementary Principals must work until June 9, 2022 even though teachers finish the year earlier than secondary teachers due to PLC time.

ALL ASSISTANT PRINCIPALS, ATHLETIC DIRECTORS AND ASSISTANT ATHLETIC DIRECTORS MUST REPORT FROM AUGUST 2, 2021 – JUNE 9, 2022

- 207 contracted days
- 185 school days plus 15 non-school days plus 7 flexible days = 207 days contracted.

ALL NON-SCHOOL BASED ADMINISTRATIVE 207 DAY EMPLOYEES MUST REPORT FROM AUGUST 2, 2021 –JUNE 9, 2022

- 207 contracted days
- 185 school days plus 15 non-school days plus 7 flexible days = 207 days contracted.
- Includes the following positions:
21st Century Learning Coordinator; Academies Coordinator; Alternative School Assistant Principal; Assessment Facilitator-Education Insight; EEO Office-Ombudsman; Facilitators; Pre-school Coordinator; Student Assistant Program Coordinator; Volunteer Services Administrative Supervisor

FLEXIBLE/ADDITIONAL DAYS

- Days worked over breaks, holidays, or weekends
- One day is defined as 8 hours
- Half days can be added up
- You may not count evenings or add up individual hours (PTA/PTO, SAC, school programs, etc.)